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MINUTES OF AD HOC COMMITTEE ON CATEGORIES OF PERSONNEL

7 November 1950

Present: For Legal  
For SSS,  
For I&SS,  
For OPC,

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1. In the interest of brevity and clarity, the definition of a ~~CANDIDATE~~ AGENT was amended to read as follows:

A person performing operational duties under durable cover who, although not a Staff Employee of CIA, is by virtue of his contract entitled to some or all of the benefits of an employee of the U. S. Government; his contemplated relationship to CIA is of lengthy and indefinite duration and the grade level of his employment is stated in his contract. Unlike a Staff Agent, his subsequent conversion to staff employment is not contemplated or provided for in the initial arrangements.

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2. The statement distributed by [REDACTED] concerning appointment procedures was approved in part, in the following form:

Procedures and Flow of Actions in Employees Division

STAFF EMPLOYEES

Personnel Action Requests for appointment, transfer, reassignment, promotion, and resignation will be prepared in 3 copies on Form 37-3 and 4 copies on tissue for departmental employees and Form 37-1 on field employees and those departmental employees paid from Confidential Funds. One copy of standard Form 57, Application for Federal Employment, and 3 copies of CIA Form 38-1, Personal History Statement, should accompany all appointment actions.

Personnel Action Requests will flow through the following organizational units of the Employees Division for processing as follows:

(1) Transactions and Records Branch: for position control review of the action as to existence of an appropriate T/O slot, initiation of security request, testing, and other related aspects.

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(2) Classification and

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(2) Classification and Wage Administration Branch: for review of the existence of an appropriate established position of the type and level requested in the case of appointment, transfer, reassignment, and demotion actions; in the case of promotion actions, for audit, review, and evaluation of the level and type of work being performed. (Promotion actions covering field employees in particular, should include a detailed statement of the duties and responsibilities being performed to enable the evaluation of the appropriate level involved. This statement should be prepared either by the employee or supervisory personnel familiar with the assignment;)

(3) Procurement and Placement Branch: For review of qualifications, test results, assessment reports, and related factors affecting the assignment of the employee to the position;

(4) Office of the Chief, Employees Division, for final review and approval by the appropriate appointing authority;

STAFF AGENTS

Personnel Action Requests (Form 37-1 in quadruplicate) for appointment, transfer, reassignment, promotion, and resignation for Staff Agents will be prepared in pseudonym. In appointment cases, in addition to the Form No. 37-1, there will be required 1 copy SF Form 57 and 3 copies CIA Form No. 38-1 or 3 copies of white background information sheets.

(1) Overseas Branch: for conversion of records from true name to pseudonym, including the transfer of security records and assignment of case numbers; for determination as to the appropriate Staff or Project T/O vacancy and posting by case number to Position Inventory. All subsequent processing shall be conducted in such a manner that no records of true identity are established. Hand processing by the minimum number of officials is prescribed;

(2) Classification and Wage Administration Branch: for review of the existence of an appropriate position of the type and level requested in the case of appointment, transfer, reassignment and demotion actions; in the case of promotion actions, for audit, review and evaluation of the level and type of work being performed. Promotion actions should include a detailed statement of the duties and responsibilities being performed to enable the evaluation of the appropriate level involved. This statement should be prepared either by the employee or supervisory personnel familiar with the assignment;

(3) Office of the Chief, Employees Division: for review of qualifications, test results, assessment reports, and related factors affecting the assignment of the employee to the position; and for final review and approval by the appropriate appointing authority.

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CONSULTANTS

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CONSULTANTS

Overt Consultant Personnel Action Requests will be prepared on Forms 37-3 or 37-1 as appropriate and will be processed in the same manner as the Staff Employee category cited above.

Covert Consultants will be processed through the Covert Contracting and Coordination Unit.

DETAILED PERSONNEL

Overt details require the preparation of a Form 37-1 or 37-3 as appropriate, including the appropriate T/O slot and will be processed in the same manner as the Staff Employee category cited above.

MISCELLANEOUS

No action is required by Employees Division on this category.

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3. [REDACTED] distributed a statement (copy attached hereto) explaining what is meant by security clearance, covert security clearance, operational clearance, provisional operational clearance, provisional security clearance, and security waiver.

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4. [REDACTED] agreed to prepare and distribute to committee members, by 9 or 10 November if possible, a statement describing contractual procedures.

5. Agenda for meeting of Monday, 16 November, at 1000 hours in Room 2035-K, will include the following subjects:

- a. Security procedures concerning Detailed Personnel.
- b. Appointment procedures concerning Career Agents, Agents, and Covert Detailed Personnel.
- c. Fiscal procedures.
- d. Contractual procedures.

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